

Legislative Finance Committee

IT Project Portfolio: Post Implementation Report

1. Agency: Department of Administration
2. Project title: Phase 1 (RFI) Electronic Records Management (ERM)/Electronic Content Management (ECM) Project
3. Executive sponsor: Ron Baldwin
4. Project close date: 3/7/14
5. Appropriated budget amount: \$17,180
6. Total project development cost: \$17,180
7. Expected ongoing annual cost: \$0
8. Year the ongoing annual cost started: N/A
9. Funding source(s) for ongoing cost: N/A
10. List the primary project goals: In this project, the current Electronic Records Management (ERM)/Electronic Content Management (ECM) environments in the state will be documented by gathering information and processes from State of Montana agencies that use an ERM/ECM system. ERM and ECM requirements and unique business needs will be collected from State of Montana agencies through a designated agency representative. Requirements will be compiled and a Request for Information (RFI) will be prepared and released for vendor responses. The RFI responses will be collected, analyzed, and assembled into a report for review. This will be assessed to help identify requirements for future ERM & ECM in the State of Montana.
11. List the key project objectives, the metrics used to measure these objectives, and the final metric results. Metrics are based upon the federal grant requirements to automate manual processes and increase the percentage of directly certified recipients.

	Key Objectives	Metric Used	Final Results
1	Document the current status of centralized ERM/ECM in the State of Montana (FileNet)	Information gathering from FileNet service providers	Final Report
2	Document agencies' existing, non-centralized systems	A survey was given to designated agency personnel	Survey Data
3	Collect information from agencies on the current and future ERM/ECM	A survey was given to designated agency personnel	Survey Data
4	Prepare and release a RFI	RFi template	Final RFI was created and released

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	Key Objectives	Metric Used	Final Results
5	Compile and assess the RFI responses	Assessment and analysis of results	Final Report
6	Prepare a report that lists the findings and provides recommendations for the next step	Analysis of results	Final Report and Presentation

12. List and describe all post-implementation issues that have arisen and, if they have been resolved, what was the solution. If they have not been resolved, describe actions taken so far and possible solutions. Also list and describe any possible concerns.

	Start Date	Resolved Date	Issues and Concerns
1			
2			
3			

13. Please add any additional comments the agency would like to provide to the committee, if any.